



Adding a new Vendor Connection

Step 1: Login to Retailer Account via URL <https://onboarding.revcascade.com/>

Step 2: Click **Add Vendor** on the top right-hand corner of the page



Step 3: A pop-up will appear for you to begin establishing a connection by “Adding Vendor to Queue”. Here is where you will input the Vendor’s Information:

- a. Vendor Full Name or Nickname (*this will be the name of the Vendor’s Account*)
- b. Vendor ID Number (*this will automatically be added to the connection once created*)
- c. Target Go Live (*the date you anticipate to have the vendor connection completed*)
- d. Priority (*Level of Urgency*)
- e. Returns Allowance (%) (*do you require an allowance for this vendor? Add allowance percentage here or enter 0 if no allowance is needed*)

Add Vendor to Queue ×

Vendor Info

Vendor Nickname *

Tip: Keep it casual and succinct. No need for full legal business names. Try to keep it under 32 characters.

Vendor ID Number *

Target Go Live *

Priority *

Returns Allowance (%) *

Enter a value between 0 & 10.
No % sign is necessary.

f. Primary Contact Information

- i. First Name
- ii. Last Name
- iii. Email Address

Primary Contact

First Name *

Last Name *

Email Address *



Step 4: Once you have completed the Vendor Information. Click **Add Vendor to Queue** at the bottom of the pop-up page

Step 5: This will send a notification to the RevCascade Support Team that a new Vendor has been added to your Retailer Connection. The RevCascade Team will provision the account connection and information. During this time an invitation email will be sent to the *Primary Contact's* Email Address providing them a link to create user login credentials.

Step 6: The vendor is then expected to complete the "Vendor Setup" portion via the On-Boarding Portal.

Do you require an Invoice for every order?

Do you require vendor to use your Shipping Account or request a pre-paid Account to ship if generating labels outside of RevCascade's portal?

These are all key factors into setting up your Vendor-Retailer Connection within our portal. If you have specific task requirements for your vendors to complete, the task list is setup based around these specifications. Depending on how you require users to interact within our portal, *i.e. Invoicing, merchandising*. We can also store a sample of your packing slip and Shipping Labels for Vendors to use as reference.

Step 7: Once the Vendor has completed their tasks list, a notification is sent to a **primary** email or **specified user** associated with your Retailer Account. (*this email address will be set-up upon creating your Retailer Account, **only** 1 email can be referenced*)

Step 8: The next step to finalizing your Vendor Connection is to complete any **Launch List** items that require you and your teams' attention. (*i.e. Approve Products via Merchandising, Assign Shipping Account, ect..*) The launch checklist is dependent on the Rules Set you provided RevCascade at the beginning of setting up your Retailer Connection.

Step 9: After all Vendor tasks and Retailer Tasks have been completed the On-Boarding portal portion is concluded.

If you have any additional questions, feel free to reach out to the RevCascade Support Team for further assistance!